

Job Title: COO - Chief Operations Officer

Employment Classification: Salary

Exempt; Full-Time

Reports To: CEO



DESCRIPTION:

The Chief Operating Officer (COO) is a key member of the executive leadership team, reporting directly to the CEO. The COO is responsible for the overall operational efficiency and effectiveness of City of Refuge Sacramento (COR). This includes overseeing daily operations, financial performance, and strategic planning to ensure the organization achieves its mission and goals.

GENERAL RESPONSIBILITIES:

Organizational Mission and Strategy:

- Collaborate with the CEO and executive team to develop and implement COR's strategic plan.
- Oversee the day-to-day operations of the organization, ensuring efficient and effective execution of programs and services.
- Foster a positive and inclusive organizational culture that supports employee engagement and development.

Financial Performance and Viability:

- Develops resources sufficient to ensure the financial health of the organization.
- Responsible for the fiscal integrity of COR, to include submission to the Board of a proposed annual budget and monthly financial statements, which accurately reflect the financial condition of the organization.
- Responsible for fiscal management that generally anticipates operating within the approved budget, ensures maximum resource utilization, and maintenance of the organization in a positive financial position.
- Working alongside the Development Team Lead, responsible for fundraising and developing other resources necessary to support COR's mission.

Organization Operations. Oversee and implement resources to ensure that the operations of the organization are appropriate.

- Responsible for the effective administration of COR operations.
- Responsible for the hiring and retention of competent, qualified staff.

Human Resources

- Oversee the recruitment, hiring, and onboarding of staff.
- Develop and implement performance management systems.
- Ensure compliance with all employment laws and regulations

Facilities and Resources

- Manage the organization's facilities, vehicles, and infrastructure.
- Oversee procurement and vendor management.
- Ensure compliance with all safety and security protocols.

Professional Qualifications & Skills

- A bachelor's degree in related field
- Transparent and high integrity leadership
- Four or more years senior nonprofit management experience desired
- Solid, hands-on, budget management skills, including budget preparation, analysis, decision-making and reporting
- Strong organizational abilities including planning, delegating, program development and task facilitation
- Knowledge of fundraising strategies and donor relations unique to nonprofit sector
- Strong written and oral communication skills
- Ability to interface and engage diverse volunteer and donor groups
- Demonstrated ability to oversee and collaborate with staff
- Demonstrated leadership and management skills.
- Strong financial acumen and experience managing budgets.
- Excellent communication and interpersonal skills.
- Ability to build and maintain strong relationships with stakeholders.

Essential Duties:

- Establishing employment and administrative policies and procedures for all functions and for the day-to-day operation of the nonprofit.
- Report to and work closely with the CEO and Board of Directors to seek their involvement in policy decisions, marketing, communications, fundraising, and to increase the overall visibility of COR throughout the State.
- Supervise, collaborate with organization executive team and staff.
- Strategic planning implementation with the CEO.
- Work with CEO and Development Team Lead to oversee marketing and other communications efforts.
- Review contracts for services.
- Other duties as assigned by the CEO/Board of Directors.

To Apply:

Please submit your resume and cover letter to philip@cityofrefugesac.com

We are an equal opportunity employer.